



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Facilities, LOB Suite 300

Classification: Assistant Facilities Manager (Sacramento based)

Posted: 6/22/16

The Assistant Facilities Manager is a professional-level position working under both general supervision and at times with management responsibility for facilities projects. Duties include negotiating and managing lease agreements and building enhancements. The ideal candidate will possess the following skills:

- Strength with verbal and written communications.
- Proven ability to work effectively both independently and in a team-based environment.
- Demonstrated willingness to be flexible and adaptable to changing priorities.
- Attention to detail and ability to ensure that agreements and commitments have been fulfilled.
- Ability to make decisions and solve problems involving various levels of complexity, ambiguity, and risk.
- Strong planning, multi-tasking and organizational skills.

TRAINING AND EXPERIENCE:

- Understanding of real estate leasing principles, transactions, negotiations and lease management.
- Knowledge of general construction costs and methods.
- Ability to plan, organize and coordinate multiple projects.
- General understanding of building infrastructure.
- Experience working with professional facility management teams.

DESIREDABLE QUALIFICATIONS:

- Interior architecture background with a focus on space design and details of space planning.
- Knowledge of the Americans with Disabilities Act.
- Familiar with reading of architectural drawings and floor plans.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Professional office environment and appropriate business attire.
- Effectively handle stress and deadlines.
- Work night/weekend hours when required.
- Daily use of computer and related applicable software.
- Limited statewide travel.

COMPENSATION

- Salary range: \$3,010/month -\$6,572/month commensurate with experience
- Excellent benefits package includes medical, dental, vision, the ability to join the CalPERS retirement system and more.

DEADLINE: Please mail, fax, or e-mail materials to:

Assembly Rules Committee
Assistant Facilities Manager position
1020 N Street, Suite 300
Sacramento, CA 95814

Fax: (916) 319-3705

Email: Assembly.benefits@asm.ca.gov

All materials must be received by 5:00 p.m., July 11, 2016.